

# Retention and Classification Report

**Agency:** Provo City School District (Utah) (808)

280 West 940 North  
Provo, UT 84604  
801-374-4800

**Records Officer** Stefanie Bryant

07423	Accounts payable
27588	Accounts payable, invoices, and journal entries
01820	Administrative records
83027	Audit reports
26641	Business storage
26647	District injury reports
84449	Elementary and middle school non-transferred student files
27549	Grandview School Student of the Year plaques
27550	Grandview School class photos
27548	Grandview School histories
06366	Minute books
26646	Monthly financial reports
84671	Official transcripts
83026	Payroll records
25275	Publications
83037	Special education student records
84669	Student attendance class rolls
84670	Student cumulative record
84790	Teachers' personnel files
27658	Timpanogos School P.T.A. scrapbook
27657	Timpanogos School class photos
27656	Timpanogos School history book
27644	Timpanogos School registers
84791	University teacher recommendation packets

**AGENCY:** Provo City School District (Utah)

**SERIES:** 7423

3

**TITLE:** Accounts payable

**DATES:** 1987-

**ARRANGEMENT:** Numerical by vendor number

**ANNUAL ACCUMULATION:** 30.00 cubic feet.

**DESCRIPTION:**

these are records used to pay school districts bills. These files consist of a copy of the checks, invoices, purchase orders, receiving reports and requisitions.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

**AGENCY:** Provo City School District (Utah)

**SERIES:** 7423

**TITLE:** Accounts payable

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27588

3

**TITLE:** Accounts payable, invoices, and journal entries

**DATES:** 2006-

**ARRANGEMENT:** Chronological by fiscal year thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 30.00 cubic feet.

**DESCRIPTION:**

Records in this series are used in daily accounting, check back up, and fiscal year-end data. They provide back-up documentation. Records include accounts payable invoices, reports, monthly reconciliations, and journal entries.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

**AUTHORIZED:** 12/16/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Fiscal

Records in this series have limited fiscal value and may be destroyed according to the approved retention schedule.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27588

**TITLE:** Accounts payable, invoices, and journal entries

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 1820

3

**TITLE:** Administrative records

**DATES:** 1933-1959

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83027

3

**TITLE:** Audit reports

**DATES:** 1940-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the school district's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1995)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1) (1995)).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 4.

**AUTHORIZED:** 01/02/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83027

**TITLE:** Audit reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY CLASSIFICATION:**

Public UCA 51-2-3(3) (2008)



**AGENCY:** Provo City School District (Utah)

**SERIES:** 26641

3

**TITLE:** Business storage

**DATES:** 2003-

**ARRANGEMENT:** Numerical by record numbers

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 34.

**AUTHORIZED:** 03/09/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26641

**TITLE:** Business storage

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26647

3

**TITLE:** District injury reports

**DATES:** 1999-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains injury reports related to both students and employees. These reports are used for documenting injury cases for both risk management purposes as well as worker compensation purposes.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 8, Item 9.

**AUTHORIZED:** 12/12/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy provided no litigation is pending.

**APPRAISAL:**

Administrative

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26647

**TITLE:** District injury reports

(continued)

**PRIMARY CLASSIFICATION:**

Private

UCA 63G-2-302(1)(b); 63G-2-302(1)(h)

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84449

3

**TITLE:** Elementary and middle school non-transferred student files

**DATES:** 1975-

**ARRANGEMENT:** Alphabetical by student's name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the files of elementary and middle school students who attended school in the Provo School District, but have moved from the district without having their files transferred. These files contain: schools and years attended, classes attended, copies of report cards, health records, and test scores. It is the policy of the district when a student transfers from kindergarten through eighth grade that the student's file is sent to the new district. For high school students only a copy of the file is sent.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after student leaves district and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs of the district and reflect a previously approved policy of the Provo School Board.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84449

**TITLE:** Elementary and middle school non-transferred student files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27550

3

**TITLE:** Grandview School class photos

**DATES:** 1953-2007

**ARRANGEMENT:** Chronological by school year, thereunder by grade.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains official school class photographs along with photos of faculty and staff. Photos from the 1953-54 to the 1969-70 school years are black and white and show individual portraits of each student in the class, along with portraits of the teacher and the principal. Beginning with the 1970-71 school year the photos are all color. Those from the 1970-71 to the 1996-97 school years are group photos, while photos from the years after that are compiled images of individual portraits similar to those from the 1950's and 60's. While personal duplicate copies of these photos would have been available to the students and faculty/staff members pictured in the photos, the particular photos in this series were bound in small albums, one for each school year, and were retained as the official school copy. Many of the individuals in the photos have been identified on the photo or on an accompanying sheet, but in some cases the individuals in the photos are unidentified.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 46.

**AUTHORIZED:** 11/02/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27550

**TITLE:** Grandview School class photos

(continued)

**APPRAISAL:**

Historical

These records have historical value as documentation of the students, faculty, and staff of the Grandview School. They also provide documentation of the practice of creating official class and staff photos in the public schools.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Provo City School District (Utah)

**SERIES:** 27548

3

**TITLE:** Grandview School histories

**DATES:** 1949-1989

**ARRANGEMENT:** Chronological by school year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains bound annual histories for each school year from when Grandview Elementary School opened in 1949 through the 1988-89 school year. Each volume contains a compilation of items documenting activities of the school year. Items found in the histories include such things as lists of students enrolled, Provo School District annual financial reports, School District staff directories, supply requisition forms, equipment and textbook inventories, miscellaneous correspondence, staff meeting notes, event programs, newspaper clippings, class activity summaries, student signatures, class photos, student teacher introduction forms, and photographs of events.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 43.

**AUTHORIZED:** 03/02/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historical value as documentation of the operation and activities of a public elementary school.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27548

**TITLE:** Grandview School histories

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27549

3

**TITLE:** Grandview School Student of the Year plaques

**DATES:** 1987-2008

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains four plaques listing the students who were honored as Student of the Year. Each year during the time period covered by this series an outstanding student in each grade from Kindergarten through Sixth Grade was selected for recognition. The names of the students were added to the plaques and the plaques were presumably displayed in the school as a record of those who had been honored through the years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Artifacts: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historical value as documentation of the practice of recognizing student achievement in the public schools and of the names of those so recognized.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 6366

3

**TITLE:** Minute books

**DATES:** 1882-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 6366

**TITLE:** Minute books

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26646

3

**TITLE:** Monthly financial reports

**DATES:** 2006-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is the annual financial and program report for the previous fiscal year which is submitted to the School Finance and Business Section of the Office of Education in accordance with UCA 53A-3-404 (2004). This report is used to create the Office of Education's annual report and to determine funding allotments to the district.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 34.

**AUTHORIZED:** 12/17/2007

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Provo City School District (Utah)

**SERIES:** 26646

**TITLE:** Monthly financial reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84671

3

**TITLE:** Official transcripts

**DATES:** 1920-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains: student's name, address, birthdate, names of parents, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.



**AGENCY:** Provo City School District (Utah)

**SERIES:** 84671

**TITLE:** Official transcripts

(continued)

Microfilm duplicate: Retain in Office permanently.

Computer data files: Retain in Office until administrative need ends and then delete.

Paper: For records beginning in 1998 and continuing to the present. Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

**APPRAISAL:**

Administrative

This transcript is critical for verification purposes not only for both admission to college and employment purposes, but also, for students who have not graduated, for readmission to high school. It has potential for educational research.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83026

3

**TITLE:** Payroll records

**DATES:** 1980-

**ARRANGEMENT:** numerical by pay period; account codes

**ANNUAL ACCUMULATION:** 0.80 cubic feet.

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 25275

3

**TITLE:** Publications

**DATES:** 1929-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 25275

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83037

3

**TITLE:** Special education student records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by name of student

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34CFR 300.562 (2008) & 34CFR 99 (2008).

**RETENTION:**

Retain 3 years after graduation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 16, Item 5.

**AUTHORIZED:** 08/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after Graduation from High School and then microfilm and destroy provided microfilm has passed inspection.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 83037

**TITLE:** Special education student records

(continued)

Microfilm master: Retain in Archives for 3 years after graduation and then destroy.

Microfilm duplicate: Retain in Office for 3 years after graduation and then destroy.

Microfilm duplicate: Retain in Archives for 3 years after graduation and then destroy.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84669

3

**TITLE:** Student attendance class rolls

**DATES:** 1920-

**ARRANGEMENT:** Alphabetical by name of school and teacher

**ANNUAL ACCUMULATION:** 20.00 cubic feet.

**DESCRIPTION:**

These are the class rolls maintained by each teacher in Provo School District. They are used to record student attendance. The rolls contain teacher's name, names of students, name of school and class, entry date, exit date, days of absence, and sometimes grades.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs of the district. It was determined the rolls were only needed for statistical reports and could be destroyed after their administrative value has passed. The district believes the class rolls and transcripts cover the same years, but there may be a few rolls which precede the creation of transcripts.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84669

**TITLE:** Student attendance class rolls

(continued)

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** Provo City School District (Utah)

**SERIES:** 84670

3

**TITLE:** Student cumulative record

**DATES:** 1987-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of student

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain information on students attending school in the Provo School District. They contain the copies of achievement test scores, copies of report cards, health records, and immunization cards.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after graduation and then destroy.

**APPRAISAL:**

Administrative

This retention is based on the administrative needs expressed by the office. The transcript is the permanent part of the student record. Other records in the file are only needed while the student is enrolled in classes. The immunization card is transferred to the County Health Department to verify information on their computer system and then destroyed. Other items should be destroyed one year after student has graduated.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84670

**TITLE:** Student cumulative record

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84790

3

**TITLE:** Teachers' personnel files

**DATES:** 1900-

**ARRANGEMENT:** Alphabetical by name of teacher

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the official personnel files for all teachers employed by the Provo School District. They are used to document employment in the district and for retirement purposes. They contain: the employment application, teachers' certification, health records, employee evaluations, personnel data, and other pertinent data.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after termination and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 25 years after termination and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs expressed by the Section and reflects the previously approved retention for State agencies. This retention shortens the previous approved retention of 56 years in the School District General Records Retention Schedule.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27657

3

**TITLE:** Timpanogos School class photos

**DATES:** 1956-1965

**ARRANGEMENT:** Chronological by school year, thereunder numerical by grade.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains yearly sets of class photos apparently provided to the school by the photographer. The photos are composites made up of images of each individual student, along with a photo of the principal, the class teacher, and sometimes the school building. Some of the photos have no information identifying the students, but the photos from 1964-65 are accompanied by sheets giving the names of students.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 46.

**AUTHORIZED:** 03/03/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historic value as documentation of the students and faculty of the Timpanogos School and as a representative example of school class photos in the mid-twentieth century.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27657

**TITLE:** Timpanogos School class photos

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27656

3

**TITLE:** Timpanogos School history book

**DATES:** 1954-1967

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains a year-by-year history of the Timpanogos School located on 5th West between 4th and 5th North. It contains such information as lists of students, names of faculty and staff with photos, listings of receipts and disbursements, and an annual log of events and activities at the school. Some school-related newspaper clippings are pasted in the book and one photo of the school orchestra is included.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 43.

**AUTHORIZED:** 03/02/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historic value as documentation of the operation and activity of a public elementary school in the mid-twentieth century.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27656

**TITLE:** Timpanogos School history book

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27658

3

**TITLE:** Timpanogos School P.T.A. scrapbook

**DATES:** 1951-1960

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains a single scrapbook compiled by the Parent Teacher Association of the Timpanogos School in the 1950's. It contains a variety of materials including documents relating to P.T.A .business, school staff contact lists, announcements and programs for school activities, and newspaper clipping about the school and the P.T.A.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 19, Item 46.

**AUTHORIZED:** 03/03/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historic value as documentation of school activities and the role of the Parent-Teacher Association in public schools in the mid-twentieth century.

**RETENTION JUSTIFICATION:**



**AGENCY:** Provo City School District (Utah)

**SERIES:** 27658

**TITLE:** Timpanogos School P.T.A. scrapbook

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27644

3

**TITLE:** Timpanogos School registers

**DATES:** 1892-1936

**ARRANGEMENT:** Chronological by school year, thereunder numerical by grade.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains official student registers from the Timpanogos School. All the registers are in a standardized booklet format, presumably published by the Territorial and later the State Office of Public Instruction. The earliest registers date from the 1892-1893 school year, which is the year the school opened. The registers typically record such information as student names, ages, parent names, place of residence, daily attendance, and some scholastic evaluations. The earlier registers also note whether students can read and write and whether their parents are Mormon or not. The registers are generally arranged by school year, teacher, and grade. Some registers also include lists of visitors, school-year schedules, and various school statistics. All the records in this series date from the time period when the Timpanogos School was housed in its original building located on the northwest corner of 5th West and 4th North, prior to the construction of a new school building just to the north in 1939.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

This series has historic value as representative documentation of the operation of a public school in the late 19th and early 20th centuries.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 27644

**TITLE:** Timpanogos School registers

(continued)

**PRIMARY CLASSIFICATION:**

Exempt	Access to individual student educational information in these records is restricted under the provisions of the federal Family Educational Rights and Privacy Act (FERPA)
--------	---

**SECONDARY CLASSIFICATION(S):**

Private.	This series contains private information about minors, including educational evaluations
----------	--

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84791

3

**TITLE:** University teacher recommendation packets

**DATES:** 1960-

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These are packets sent by universities on potential employees that have made application to teach in the Provo School District. They are used in the hiring process. They include: recommendations on teaching abilities, letters of recommendation, evaluations of student teaching, statements from cooperating and university supervisors.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1989

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after hiring process and then destroy.

**APPRAISAL:**

Administrative

This retention is based upon the administrative needs expressed by the office. These files are only needed by the district for the hiring process and only until teacher establishes an employment history with the district. If the qualifications of a teacher were questioned after the two years an additional copy could be obtained from the university.

**AGENCY:** Provo City School District (Utah)

**SERIES:** 84791

**TITLE:** University teacher recommendation packets

(continued)

**PRIMARY CLASSIFICATION:**

Protected